

State of Idaho

Legislative Services Office

Management Report

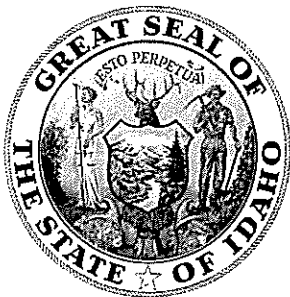
A communication to the Joint Finance-Appropriations Committee

IDAHO COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED

FY 2007, 2008, AND 2009

Report IC18909
Date Issued: October 7, 2010

Serving Idaho's Citizen Legislature



Don H. Berg, CGFM, Manager

Idaho Legislative Services Office
Legislative Audits Division

IDAHO COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED

SUMMARY

PURPOSE OF MANAGEMENT REPORT

We conducted a management review of the Idaho Commission for the Blind and Visually Impaired covering the fiscal years ended June 30, 2007, 2008, and 2009. Our review covered general administrative procedures and accounting controls to determine that activities are properly recorded and reported.

The intent of this review was not to express an opinion, but to provide general assurance on internal controls and to raise the awareness of management and others of any conditions and control weaknesses that may exist and offer recommendations for improvement.

CONCLUSION

We did not identify any significant conditions or weaknesses in the general administrative and accounting controls of the Department.

FINDING AND RECOMMENDATION

There is one finding and recommendation in this report.

FINDING 2009S-1

Purchases by the Commission violated Idaho Code and IDAPA purchasing rules.

The complete finding is detailed on pages 1 and 2.

A copy of this report is available online at: <http://www.legislature.idaho.gov/audit>.

PRIOR FINDINGS AND RECOMMENDATIONS

There were no findings and recommendations in the prior report.

AGENCY RESPONSE

The Commission has reviewed the report and is in general agreement with its contents.

FINANCIAL INFORMATION

The following financial data is for informational purposes only.

IDAHO COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED – FISCAL YEAR 2009

Fund	Fund Name	Beginning Appropriation/ Cash	Reciepts	Expenditures	Ending Appropriation/ Cash	*
0001	General Fund	\$1,546,938	\$6,323	\$1,534,305	\$18,956	
0210	Randolph-Sheppard Act	145,060	75,350	100,455	119,955	
0288	Rehabilitation Revenue and Refunds	1,787	110,112	19,181	92,718	
0348	Federal	451,094	2,861,562	2,408,025	904,631	
0349	Miscellaneous Revenue	33,979	5,113	23,752	15,340	
0426	Adaptive Aids and Appliance	66,469	60,848	43,488	83,829	
	Total	\$2,245,327	\$3,119,308	\$4,129,206	\$1,235,429	

*Remaining General Fund appropriations and receipts at fiscal year-end were reverted to the State General Fund.

OTHER INFORMATION

We discussed other issues which, if changed, would improve internal control, compliance, and efficiency.

This report is intended solely for the information and use of the State of Idaho and the Idaho Commission for the Blind and Visually Impaired and is not intended to be used by anyone other than these specified parties.

We appreciate the cooperation and assistance given to us by the administrator, Angela Jones, and her staff.

ASSIGNED STAFF

Eugene Sparks, CPA, CGFM, Managing Auditor

Elizabeth Yturralde, CPA, CGFM, In-Charge Auditor

Shannon Thomas, Staff Auditor

TABLE OF CONTENTS

Finding and Recommendation	1
Agency Response.....	2
Appendix.....	3

FINDING AND RECOMMENDATION

FINDING 2009S-1

Administrative rules covering bidding and statewide contract use were not followed.

The Division of Purchasing within the Department of Administration establishes rules and procedures for conducting and documenting purchases for all State agencies. Contracts for technology services that exceed \$75,000, including renewal or extension periods, must follow bidding procedures established in IDAPA Rule 38.05.01.044. In addition, agencies are required by Idaho Code (Section 67-5717) to use statewide contracts for purchases of items covered by these contracts. Purchases from other vendors of items covered by a statewide contract must be documented and authorized by the administrator of the Division of Purchasing.

The Commission contracted for information technology (IT) services for \$60,000 and subsequently increased this contract to more than \$300,000 over a five year period. However, bidding requirements were not followed or documented and the length of the contract exceeds the one-year limit for IT services established in rule.

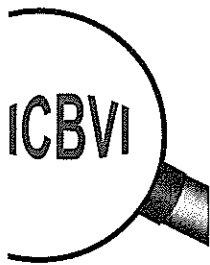
RECOMMENDATION

We recommend that the Commission follow and document bidding procedures required by Division of Purchasing rules for service contracts that exceed \$75,000.

AGENCY'S RESPONSE AND CORRECTIVE ACTION PLAN

The Commission will use the established State Division of Purchasing procedures for any future service contract bid requests.

AGENCY RESPONSE



I D A H O
Commission for the Blind & Visually Impaired

341 W. Washington Street
Boise, ID 83702
(208) 334-3220 or 1-800-542-8688
Fax: (208) 334-2963

Angela Jones, Administrator

September 27, 2010

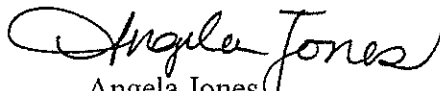
Don Berg
Legislative Services Office
Idaho State Legislature
Boise, ID 83720-0054
STATEHOUSE MAIL

Dear Mr. Berg,

The Idaho Commission for the Blind and Visually Impaired is in agreement with the finding in the report from your office for the fiscal years of 2007, 2008 & 2009. We have resolved this finding by going through the proper State of Idaho purchasing procedures for contracting.

Thank you and your staff who gave us the support during this audit. They were very professional and showed their dedication throughout the process.

Sincerely,


Angela Jones
Administrator

APPENDIX

HISTORY

The Idaho Commission for the Blind and Visually Impaired was established in 1967 by the Idaho Legislature at the request of the organized blind and visually impaired citizens of Idaho. In 1971, the legislature authorized the purchase and remodel of the building at 341 West Washington Street in Boise, to meet the increasing demand for comprehensive services to Idaho's blind and visually impaired residents. The central offices of the Commission, as well as the Adult Assessment and Training Center, are located at this Boise office. In subsequent years, regional offices were established in Coeur d'Alene, Idaho Falls, Lewiston, Pocatello, and Twin Falls.

As a result of governmental reorganization in 1974, the Commission is now part of the Governor's Office, with a four-member board of directors responsible for the policies of the Commission. The Commission operates under Idaho Code, Sections 67-5401 through 67-5415.

The Commission assists blind and visually impaired individuals in achieving social and economic independence by providing vocational and other rehabilitative services. This includes performing outreach to locate residents who are blind or visually impaired, informing them of available services, and encouraging them to participate in these services. The Commission designs its services to support each client's unique goals, enhance employment opportunities, and assist individuals in obtaining employment consistent with their abilities.

Vocational and other rehabilitative services include providing aids and appliances, instructing alternative techniques in clients' homes, and providing comprehensive and intensive training at the Assessment and Training Center, so that clients can develop a positive attitude about their blindness or visual impairment as they learn the skills associated with cane travel, Braille, computer skills, home economics, and industrial arts. The services also include arranging for vocational or academic education to prepare clients for a competitive labor market. When it is possible to prevent a person's sight from deteriorating, or to restore sight, the Commission assists with surgery and medical costs. Medical services also are provided to Vocational Rehabilitation clients, when necessary, to assist them in obtaining gainful employment or establishing a small business enterprise (such as a vending stand) in accordance with federal and State legislation.

Finally, the Commission is authorized to apply for grants from the federal government to receive federal funds for use in providing the services mentioned above.

ORGANIZATION

The Commission's board consists of five members. Three members must be legally blind, and no more than three may be from the same political party. The Commission is authorized, subject to the provisions of Idaho Code Title 67, Chapter 53, to employ necessary staff.

The Commission hires an administrator, who hires staff necessary to fulfill the Commission duties. An organizational chart is included in this report.

PROGRAMS

Field Services – Counselors are located in six offices in Boise, Coeur d'Alene, Idaho Falls, Lewiston, Pocatello, and Twin Falls. These counselors serve designated areas in the State, seeking individuals eligible for services. When a counselor learns of a potentially eligible individual, an interview and evaluation is arranged. If eligibility appears likely, an application for services is completed. The counselor is responsible for reviewing an applicant's medical records

and other pertinent information, and making a final decision on a client's eligibility within 60 days of the application date.

Vocational Rehabilitation – This program is funded through a federal grant with State matching funds. Once determined eligible for Vocational Rehabilitation services, the client and the counselor plan a course of training, medical treatment (if needed), and counseling, intended to help the individual enter the labor market or become an effective homemaker.

This program is offered to individuals who have a qualifying visual disability that constitutes an impairment to employment, and who can benefit from the services provided.

Independent Living – This program is also funded through a federal grant with State matching funds. Individuals who are legally blind and able to benefit from broader based community or independent living are eligible to participate in this program.

State Only – This program is a State-funded program offering services for prevention of blindness, sight restoration, and reducing the effects of blindness. Economic need is considered when determining eligibility.

Assessment and Training Center – This program is provided at the Commission's Boise office. Recent enrollment averages 15-30 full-time students and 20-40 part-time students.

Two skills are taught at the Assessment and Training Center:

1. Skills to aid a blind person in competing in a sighted world. Instructors stress independence and assign confidence-building tasks, such as job readiness.
2. Skills to accomplish everyday tasks, including cane travel, computers, cleaning, assistive technology, and reading Braille.

Program costs are paid by the Vocational Rehabilitation Grant or the Independent Living Grant, as applicable.

Vending Program – This program began with the enactment of the Randolph-Sheppard Act and the Little Randolph-Sheppard Act. Both gave blind and visually impaired individuals preference in establishing food service operations on federal or State property. Currently, there are 21 blind and visually impaired vendors operating 21 businesses on federal, State, or private property in Idaho.

Radio Reading Program – This program provides radio broadcasts of material read by volunteers. These volunteers broadcast from Boise, Monday through Friday mornings. A tape of the news is rebroadcast in the evenings.

Aids and Appliance Store – This retail store carries a wide range of adaptive devices used by the blind and visually impaired.

Low Vision Clinic – This clinic provides low vision evaluations to blind and visually impaired people in the State of Idaho.

ICBVI Organizational Chart

